

City of Chattanooga, TN
Personnel Class Specification

Class Code 0742

FLSA: Non Exempt

CLASSIFICATION TITLE: SOIL ENGINEERING SPECIALIST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to enforce City ordinances and engineering principles pertaining to erosion and sediment control by reviewing and approving project plans, identifying needed corrective measures and design changes, and conducting site reviews and project inspections to ensure compliance.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs engineering review and analysis of construction plans for erosion and sediment control purposes; ensures compliance with City ordinances and engineering design principles which pertain to erosion and sediment control; identifies noncompliance and/or problems; recommends corrective measures and/or design changes to improve and/or correct erosion and sediment control; and reviews and approves revised erosion control and drainage plans.

Travels to proposed project sites to identify potential erosion problems; travels to construction sites to review work in progress; interprets field data to determine best method of controlling erosion and sedimentation; researches drainage basins; ensures project compliance with approved plans; identifies any violations and corrective action as needed; requires permits for construction sites for alteration of land and/or land disturbance practices; and explains and interprets erosion control information to contractors and engineers.

Issues violation notices identifying violations and specifying required corrective actions; initiates enforcement activities as needed including issuance of court citations and Show Cause hearings; participates in necessary enforcement proceedings; attends Show Cause hearings; and testifies in court as needed.

Communicates with developers contractors, engineers, surveyors, homeowner groups, environmental groups, local businesses, regulatory agencies, planning and zoning personnel; and citizens; plans and conducts meetings; responds to inquiries and requests for information; coordinates work activities; discusses status of work;

explains review and inspection findings; provides information and advice on erosion and sediment control issues; and responds to and resolves citizen complaints.

Conducts final inspections of subdivisions and site developments for erosion control and landscape ordinance compliance.

Assists in applying for, obtaining and interpreting necessary permits for City projects; and consults with department management, City council and other City personnel to discuss work activities, receive direction and to provide expertise on erosion and sediment control issues.

Establishes and maintains files and databases of assigned inspections, project activities and enforcement actions; compiles and monitors administrative and statistical data pertaining to assigned operations; performs research and prepares reports; prepares forms, reports, correspondence, inspection and technical reports, notices and other documents.

Reviews stormwater Best Management Practices and drainage structures; keeps abreast of new developments, technologies, trends and advances in the field; recommends changes to regulations, stormwater ordinances, and best management practices to improve performance and effectiveness.

Reviews various forms, reports, correspondence, applications, and reviews, completes, processes, forwards and/or retains documents as appropriate.

Communicates with department staff, supervisor, other City departments, environmental organizations.

Operates an automobile to travel to and from work sites; and operates a personal computer, two-way radio, digital cameras, engineering and sampling instruments, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs a variety of clerical tasks in support of essential duties to include answering telephones, copying documents, sending and receiving facsimile transmissions, and/or filing documents.

Performs general cleaning and/or maintenance on assigned tools, equipment and vehicles.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in civil or agricultural engineering, soil science, geology or a related field; supplemented by three to five years of experience in erosion and sediment control design work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this

job. Requires possession of State certification as an erosion and sediment control professional or the ability to obtain certification within six months of hire.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, and traffic hazards.

Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Chattanooga will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Edited: April 2004